

POLICE OFFICER FIRST CLASS

(Promotional Class)

GENERAL STATEMENT OF DUTIES:

Patrol the entire city or an assigned part thereof and investigate irregular conditions and circumstances, suspicious persons and their activities, detect and prevent crime, direct traffic when necessary or as expressly assigned, assist the public, make arrests as required by law, perform the work of desk clerk, operate police radio, receive and discharge prisoners, as directed.

DISTINGUISHING FEATURES OF THE CLASS:

Work of this class is primarily confined to patrol and traffic direction tasks, and requires considerable independent ability and responsibility in emergencies. Employees usually work alone and are subject only to general supervision of a superior; employees in this class normally work in uniform, but may be assigned to SPECIAL DUTY IN PLAIN CLOTHES for criminal investigation and identification work, special assignments are usually carried out under the immediate and special supervision of a superior officer. This class ranks immediately below that of Sergeant. Persons in this class must successfully pass departmental progress tests as required before being confirmed as a regular and permanent employee in this class.

EXAMPLES OF WORK:

(Illustrative only)

Patrol assigned area on foot, on a motorcycle, or in a radio cruising car, as required;

Report immediately to headquarters any hazardous conditions found in streets or on sidewalks, such as fallen tree limbs or electrical power lines, broken water or gas mains, etc.;

Visit specific locations in order to obtain evidence;

Give special assistance to fire trucks, ambulances, doctors' cars, and public utility emergency repair vehicles in getting through traffic and congested areas during emergencies;

Investigate suspects, victims, witnesses and informers to obtain evidence;

Direct traffic and keep it moving; mark cars for overtime parking; investigate traffic accidents and make reports to headquarters;

Watch for and investigate suspicious activities; be on the lookout for wanted and missing persons, stolen cars and property;

Answer questions for, direct and assist the public;

Check railway and bus stations for vagrants, disorderly persons, wanted and missing persons, and generally protect and assist the traveling public;

Maintain order in crowds and at public gatherings;

Receive and transmit radio messages from radio patrol car;

Escort parades, funeral processions, and convoys;

Serve subpoenas and execute warrants, as directed;

Arrest law violators as required by law;

Search arrested persons for offensive or dangerous weapons, and incriminating evidence;

Visit scene of crime, locate and photograph latent fingerprints and other evidence discovered;

Escort prisoners to the headquarters and have them booked on charges;

Escort prisoners to court, and testify in court, when required;

Make reports;

Do other related work as instructed by superiors.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Good judgment and general intelligence;

Good knowledge of the city;

Good observation and memory;

Good knowledge of laws and ordinances governing police work;

Some knowledge of the fundamentals of first aid;

Ability to be courteous, yet firm with the public;

Ability and willingness to keep informed on late methods of work;

Ability and willingness to understand and carry out oral and written directions;

Ability to take and classify fingerprints;

Ability to drive an automobile or motorcycle;

Ability to write clear and comprehensive reports;

Skill and sound discretion in the use of fire arms;

Ability and willingness to direct and supervise subordinates and maintain an efficient identification division;

Ability and willingness to seek advancement to a higher class;

Ability to get along with others.

QUALIFICATION REQUIREMENTS:

Must be a regular and permanent employee in good standing in the CLASS OF POLICE OFFICER as adopted by this Board;

Must successfully pass civil service examination testing aptitude for beginning work in this class;

Must successfully pass medical examination assuring good health and physical abilities sufficient, in the opinion of the Board, to indicate satisfactory performance of required work, before appointment from employment list.